

<b>Title:</b>  <b>PURCHASE CARD</b>		<b>Contents:</b> <b>P-2810</b>
		<b>Submitted By:</b> <b>Purchasing Division</b>
		<b>Approved By:</b> <b>Purchasing Agent</b>
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### **General**

Purchase Cards (CalCard) or credit cards are available for departments that require small and immediate purchases. Purchase cards shall be established as limited procurement use only and shall not circumvent the numerous convenient vendor agreements currently available. Typical use of this card may be "in the field" or for an emergency.

Departments shall establish full expenditure tracking into departmental accounting systems and adequate controls to ensure appropriate use of the purchase card.

Departments that require the use of the purchase card or would like to expand the use of the card may submit a proposal to the Auditor-Controller along with specific use, purchase limits, proposed users, product or service criteria and the method for monitoring. Upon approval by the Auditor-Controller, the Purchasing Agent will issue the purchase card.